

RESERVED SPACES BOOKING FORM

Reserved spaces not taken up within 30 minutes of specified start time will be released for general use.

**IDEALLY THIS FORM SHOULD BE COMPLETED A MINIMUM OF 72 HOURS PRIOR TO THE
REQUIRED DATE AND NO LATER THAN 16.00 HRS ON THE PRECEDING DAY**

**(Please note that ONLY Senior Officers (including Deans) their secretaries or their
nominated Deputies may request Reserved space bookings)**

CONFERENCE/EVENT: _____

DEPT/FAC: _____

DATE OF CONF/EVENT: _____

Complete details below for EACH space required. If required use multiple forms

NAME: _____ VEH TYPE/COLOUR: _____

VEH REG No: _____ TIME: FROM: _____ TO: _____

NAME: _____ VEH TYPE/COLOUR: _____

VEH REG No: _____ TIME: FROM: _____ TO: _____

NAME: _____ VEH TYPE/COLOUR: _____

VEH REG No: _____ TIME: FROM: _____ TO: _____

NAME: _____ VEH TYPE/COLOUR: _____

VEH REG No: _____ TIME: FROM: _____ TO: _____

NAME: _____ VEH TYPE/COLOUR: _____

VEH REG No: _____ TIME: FROM: _____ TO: _____

NAME: _____ VEH TYPE/COLOUR: _____

VEH REG No: _____ TIME: FROM: _____ TO: _____

NAME: _____ VEH TYPE/COLOUR: _____

VEH REG No: _____ TIME: FROM: _____ TO: _____

AUTHORISED BY: _____ DATE: _____ TEL: _____

(Only Authorised Signatories are valid)

(PRINT NAME) _____

**NOTE: WHEN COMPLETED FORM SHOULD BE RETURNED TO CAR PARK & TRAFFIC MANAGEMENT OFFICE
(COLERAINE - H116 (Fax 24337); JORDANSTOWN - 10A01B (Fax 66569); MAGEE - MD004 (Fax 75326)
BELFAST (Fax TO 67293)**

OFFICIAL USE ONLY

DATE RECEIVED: _____

ACTIONED BY: _____ DATE: _____

CONFIRMED: _____ DATE: _____